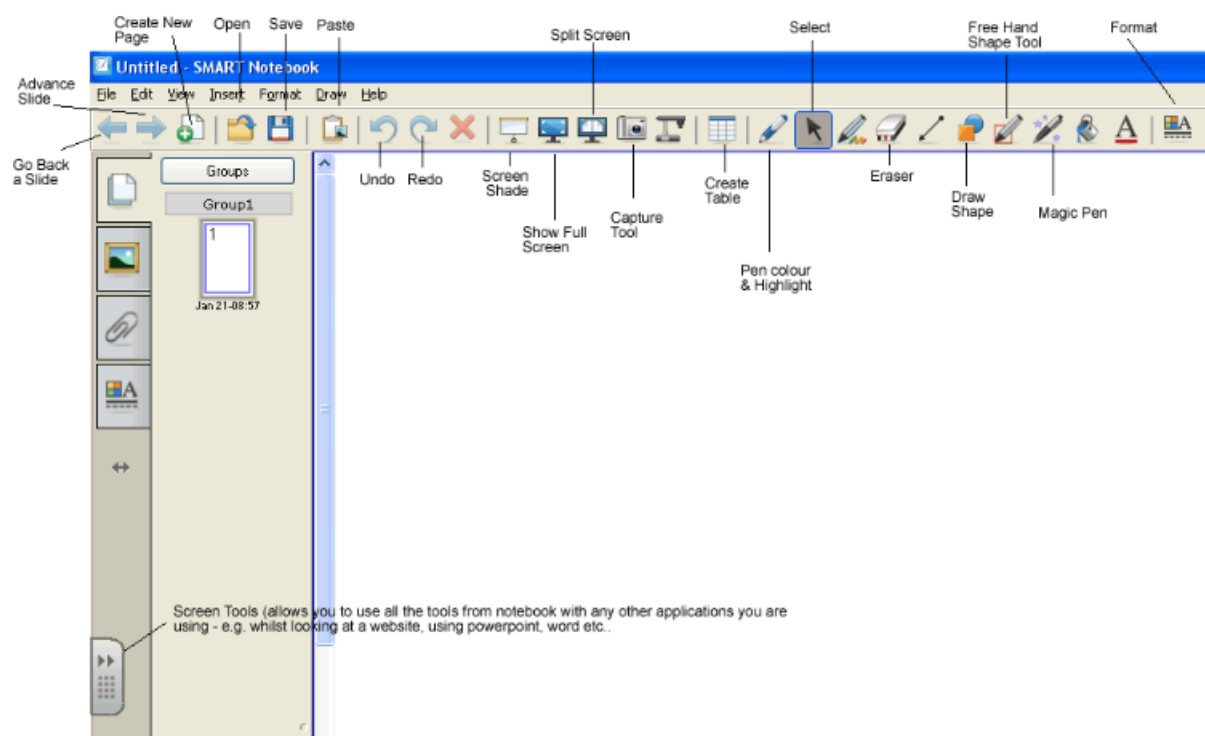


A BEGINNERS GUIDE TO USING SMART NOTEBOOK

THE NOTEBOOK INTERFACE

The Notebook interface is very easy to use and many functions (such as inserting pictures, saving files etc. will be familiar as they are similar to those found in applications such as Word etc.).



The following screen shot identifies some of the main tools to get you started in using notebook. You can find out more about the more advanced functions on www.ictacrossthecurriculum.wordpress.com – simply click on IWB or Notebook on the left hand side to access all articles about using the IWB and SMART notebook.

SAVING AND OPENING NOTEBOOK FILES

This is no different to saving and opening files such as Word and Powerpoint. The options for saving and opening are under **File** on the toolbar.

Exporting your Notebook to convert it to PowerPoint or .pdf

It is also possible using the options under **File** to export your completed notebook in a different format – for example, you can easily convert it to a Powerpoint or a .pdf file. To do this use the **Export** option under **File**. This can be useful if you wish to save resources in a format that you can then share with students.

Importing and converting a PowerPoint to a SMART notebook file.

Likewise it is possible to convert existing Powerpoints into a notebook file – this will create each individual slide from Powerpoint as a new individual page in Notebook and will allow you to then drag, drop and edit each component (i.e. text, images etc.) so you can add and

change content as you wish. To do this select **IMPORT** which can be found under **FILE** on the toolbar. Then browse to where the PowerPoint is that you wish to convert and select it. (allow some time for the conversion to take place – the speed at which the conversion takes place depends on the size of your PowerPoint).

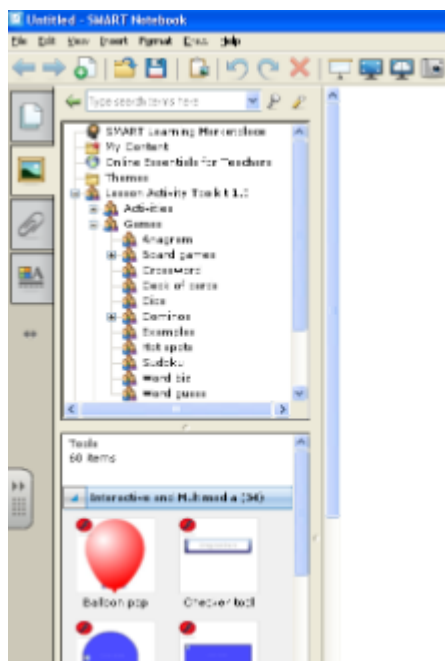


GETTING USED TO THE TABS

On the left hand side of the notebook interface you will find four tabs that you can use:

1. **Slide view** - allows you to see all the pages of your notebook down the side of the main page - allows you to quickly re-order slides or select whichever one you want to show

(You must be in this view to edit slides –if you can't see your pages or edit, click back on the slide view button.)



2. Gallery tab - here you can access clip art and Educators resources from SMART - you can also access the SMART Lesson Activity toolkit from here. If it is not already downloaded on your computer you can easily add it - see this post for more details

<http://ictacrossthecurriculum.wordpress.com/2009/01/13/using-the-smart-lesson-activity-toolkit/>

The SMART lesson Activity toolkit – provides you with lots of tools and images to create interactive lessons, including editable quizzes, countdown timers etc.

You can also access the “Online Essentials for Teachers” on the Gallery toolbar which has some useful clip art which you can use to help illustrate presentations.

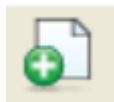
To add things to a slide from the Gallery view – simply drag the thumbnail image over to your page.

3. Attachment tab - this allows you to parcel together all resources for a lesson in one place. For example you can insert using this tab any powerpoints, video clips, sound files, word documents etc. that relate to the lesson. This is a great tool in helping to organise lesson resources and keep things handy for when needed during a lesson.

You can also insert hyperlinks to provide direct links to any websites you might want to refer to in the lesson. (to use this function - simply click on the attachment tab and select insert at the bottom. To add a hyperlink - simply click on Insert hyperlink and type in the URL of the website you want.

IMPORTANT: To add a file such as a powerpoint, word document always choose the "Add copy of file" option - as this will actually embed the files into your notebook. If you choose the shortcut to file option instead it will link to the file on your computer which means you wont be able to move the notebook file to a different computer and still have the attachments working so is worth remembering!)

4. Format Tab - allows you to edit background / fill colours, line widths etc.. You can also animate objects using this tab (you must select the object you want to animate for the animate option to show) or even record the page (which will record any changes you make to a page whilst you teach - useful little function for recording short tutorials).



GETTING READY TO USE SMART NOTEBOOK TO CREATE SIMPLE RESOURCES

1. Adding text

Simply click on the page where you want to add the text and start typing. (This will bring up an edit tool bar which by highlighting your text will then allow you to change font, font size, colour etc.)

Once text has been created you can then move it around the page. To edit text you have written just double click on it and the editing box will re-appear.

You can also resize text by simply resizing the text box - to do this click on the text box and put your mouse over the circle that appears in the right hand corner. Left click and then drag to re-size just like you would resize pictures etc. in Word.

Remember if you want it to be possible to move individual bits of text around you will need to create them as separate text boxes. For example to create drag and drop for key words and definitions - e.g. key word and definition must be in individual text boxes so that you can move them around independently.

2. Adding another slide

To add another page in your notebook simply click on the page plus sign on the tool bar or alternatively click on '*Insert*' (on toolbar) and then '*Blank Page*'

3. Adding images

There are two ways of adding images

1. If you have already copied an image to your clipboard - e.g. from a website or from another resource you can simply right click and select paste (or edit paste)
2. You can insert a picture from a file by clicking on Insert and then selecting Inset picture - navigate to where your image file is located on your computer and click open - the picture will be inserted. You can then re-position your picture and re-size it (by right clicking and dragging the circle at the bottom right).

4. Drawing objects (e.g. lines, boxes, other shapes)

Simply click on the relevant buttons on the toolbar - you can then draw lines or shapes etc.. with the mouse (or your finger if using the board) on the page. To change the properties of your shape or line (e.g. colour, size, width) select the object and then use the Format tab (on the left hand side) to change the properties - alternatively select and right click on the object and select 'properties' this will automatically show the format tab and available options.

5. Locking Text, Images and Objects in place

When creating resources, if you want students to come up and move some parts e.g. text, it can be useful to lock in place any other objects, pictures, text etc.. that you want to keep static, otherwise students might accidentally move this when trying to move the text. To do this - select the object you want to lock, right click and select '*Locking*' and then '*Lock in Place*'. To unlock - do the same and then select the unlock option.

6. Converting writing to text

If you or the students have written on the board and you want to convert this to text, simply

right click on the writing and select from the list that appears the correct word.

7. Grouping objects together.

Sometimes it is necessary to group objects together - for example imagine you want to create a yellow box with your objectives in on your white background. Simply draw the box and edit it as shown above to shade it in yellow. Type in your objectives - drag over the top of the box and resize as necessary. Then select both the box and the text box by clicking on one, holding down control and then clicking on the other (both should now be highlighted) - then simply right click, select 'Grouping' and 'Group'. The text and box will now move as one!

8. Cloning

It is possible to clone text, images or objects (i.e. create a copy of)- simply right click on the object and select clone. It is also possible to set infinite clone on an object, text or picture so you can move it but it will always leave an original behind. Useful for example if creating a word bank where you want students to be able to use words as many times as they like - so moving a word still leaves a copy in the word box. To do this simply select object / text / image, right click and select 'infinite cloner'.

Now you have mastered the basics try out some of the buttons on the toolbar. As well as the highlighter and pen options etc.. here are a few of the less obvious ones to get you started!



1. Screen shade - this allows you to block out the page and reveal it gradually, either pulling down, up or from the sides.



2. Magic Pen - this is an excellent resource and has a number of functions including:

- (i) Spotighting an area of the page - simply click on magic pen and draw a circle on your page - this will block out everything else and just leave what is in the circle showing - you can draw the circle around to spotlight different areas of the page
- (ii) Enlarge an area of your page - again click on the magic pen, but this time draw a box around the area you want to enlarge and hey presto!



3. Capture Tool - this will allow to capture all or part of your page to a separate page - particularly useful if you are using a website and want to clip a section to put into notebook. (to do this in a webpage you would need to select it from the drag out tool set which sits to

the left hand side of your board). There are 4 options for capture (1) draw a box around the area to be captured (2) automatically select a section of a page (3) capture the whole page (4) select a specific part of the page by freehand drawing around the area you want.



4. Insert a table - this is just like Word - simple select and then choose the number of rows and columns you want!

REMEMBER THE ABOVE IS JUST A STARTING POINT – THERE ARE LOTS OF TIPS AND TRICKS FOR GETTING THE MOST OUT OF SMART NOTEBOOK AND ONCE YOU BECOME CONFIDENT WITH THE ABOVE YOU WILL WANT TO PLAY AROUND MORE – There are lots of posts on the blog [www.ictacrossthecurriculum.wordpress](http://www.ictacrossthecurriculum.wordpress.com) to introduce you to more advanced uses of the whiteboard / notebook.

R Chambers – Jan 2009
www.ictacrossthecurriculum.wordpress.com